

## **DELPHI Skills Assessment for PA Accounting Supervisor**

**Check** the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills	Does not apply to my job	Proficiency						
		I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
<b>Basic Navigation</b>								
<b>Submit Streamline Processes</b>								
<b>Update Project Cost</b>								
<b>Close Projects and Task</b>								
<b>Generate Transaction Entry Reports</b>								
<b>Generate Project Expenditure Reports</b>								
Generate Project Expenditure Reports								
Generate Billing Process Flow Reports								
Generate Interface Audit Reports								
Generate Billing Invoice Activity Reports								
Generate Project Subledger Reports								
<b>Generate Project Status Reports</b>								
<b>Generate Implementation Reports</b>								
<b>Distribute Project Costs</b>								
<b>Interface Project Transactions</b>								
Tie Back Project Transactions								
Interface Project Transactions								
Update Project Summaries								

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		Proficiency						
Generate Assets, Invoices, and Revenue								
Adjust Project Invoices								
Review Customer Setup Options								
Process Supplier Invoices for Projects								
Use Project Attachment Functions								
Create a New Project								
Adjust Project Revenue								
Adjust Project Expenditure Items								
Create a New Project Template								
Import Transactions into Projects								
Maintain Project Expenditure Setup								
Maintain Project Budget Setup								
Maintain Project Costing Setup								
Maintain Project Setup								
Enter Pre-Approved Expenditure Batches								
Maintain Project Billing Setup								
Maintain Project Human Resource Setup								